

201—7.5(904) Filing of petition. A petition for a waiver must be submitted in writing to the department as follows:

7.5(1) *Contested cases.* If the petition relates to a pending contested case, the petition shall be filed in the contested case proceeding using the caption of the contested case.

7.5(2) *Other.* If the petition does not relate to a pending contested case, the petition may be submitted to the department's director.

7.5(3) *File petition.* A petition is deemed filed when it is received in the department's office. A petition should be sent to the Department of Corrections, Policy and Legal Services, 420 Watson Powell Jr. Way, Des Moines, Iowa 50309. The petition must conform to the form specified in rule 7.17(904).